

Schedule 148

LINCOLN FIRE AND RESCUE

July 27, 2005

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

148

AGENCY, BOARD OR COMMISSION

LINCOLN FIRE AND RESCUE

DIVISION, BUREAU OR OTHER UNIT

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of March 13, 2004

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

[Signature]
Assistant Chief

DATE

7/20/05

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

Andrea I. Faling

STATE ARCHIVIST

DATE

July 26, 2005

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

[Signature]
STATE RECORDS ADMINISTRATOR

DATE

July 27, 2005

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 148 – LINCOLN FIRE AND RESCUE

148-1 TRAINING DIVISION

148-1-1 ANNUAL TRAINING CHECKLISTS

May include check-off sheets for any training sessions firefighters attended during the year or training assignments handed in.

Dispose of after 3 years.

148-1-2 TRAINING CURRICULUM

May include lesson plans used during the year to conduct training sessions or classes for firefighters and any outside agency training.

Dispose of after 15 years.

148-1-3 APPRENTICE FILES

May contain apprentice assignments firefighters are required to complete during the first two years of their employment. See Standards of Apprenticeship, registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor, Section XXV.

Dispose of after 5 years.

148-1-4 TRAINING VIDEOS

May include videotapes, CDs, etc., that are used in the training curriculum.

Dispose of after 10 years, subject to review by the State Archivist before disposal.

148-1-5 TRAINING FILES

May include fire apparatus driving certification tests, Firefighter I and Firefighter II tests, probation tests, other training certifications, make-up training lists for those firefighters off work for an extended period of time with dates of completion.

Dispose of after 50 years.

148-1-6 TRAINING ROSTERS

Lists of attendees at training events.

Dispose of after 10 years.

148-2 EMERGENCY MEDICAL SERVICES

148-2-1 AMBULANCE BILLING RECORDS

Records of the department used by the ambulance division for customer billing purposes.

Dispose of after 7 years, provided audit has been completed.¹

148-3 FIRE EMERGENCY AND RESCUE SERVICES

148-3-1 BUSINESS INSPECTION RECORDS

Filed information sheets used for annual information updates on commercial businesses in the community that Lincoln Fire and Rescue inspects for fire safety awareness.

Dispose of after 3 years.

148-3-2 URBAN SEARCH AND RESCUE PROGRAM

Records of the FEMA Urban Search and Rescue (US&R) task force grant, response and other records.

Dispose of after 10 years, provided audit has been completed.¹

NOTE

1. These records may be disposed of after the required retention period provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet